



PR Field Office Payroll

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Introduction

Edison, an Enterprise Resource Planning (ERP) system which is an integrated software package that is used to perform administrative business functions such as **financials** and **accounting**, **payroll**, **benefits** and **personnel administration**. This course will focus on the Payroll component of the system that will provide:

- Increased integration between business functions as compared to current administrative systems
- Improve out-dated business processes
- Eliminate duplicate functionality between department and centralized administrative systems
- Meet user department needs not currently met by centralized systems
- Achieve operational efficiency
- Provide better management information
- Leverage new technology

The Edison Payroll courses consist of three classes:

PR 400 - Agency Payroll

The Agency Payroll course will cover the role an Agency Payroll Specialist plays in the Payroll process. This course includes a discussion about Enterprise Payroll for North America business processes and the Calculate and Confirm process, as well as, viewing and understanding employee information. The Off-Cycle Check purpose and process, Retroactive transactions, generating reports and queries, and Payroll Self Service transactions will also be covered.

PR 401 - Central Payroll

The Central Payroll course will cover the role a Central Payroll Administrator plays in the Payroll process. This course consists of a Business Overview, the entire Payroll process, Quarterly reporting, generating reports and queries, and extra Payroll processes (i.e. reviewing and adjusting employee balances, final checks, etc.)

PR 410 - Field Office Payroll

The Field Office Payroll course will cover the role a Field Office Payroll Clerk plays in the Payroll Process. This course covers tip transactions and queries associated with tips.

Process Tip Transactions

The Payroll process includes pulling all components of an employee's pay including tips transactions. Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. The amount that you allocate is the difference between the total reported tips and the specified percent of your establishment's gross receipts.

This lesson will cover the role the Field Office plays in that process.

Enter Gross Receipts

Field Payroll Clerks will enter employee tip allocation data to specify the gross receipts to which an employee's tips apply in each tip establishment.

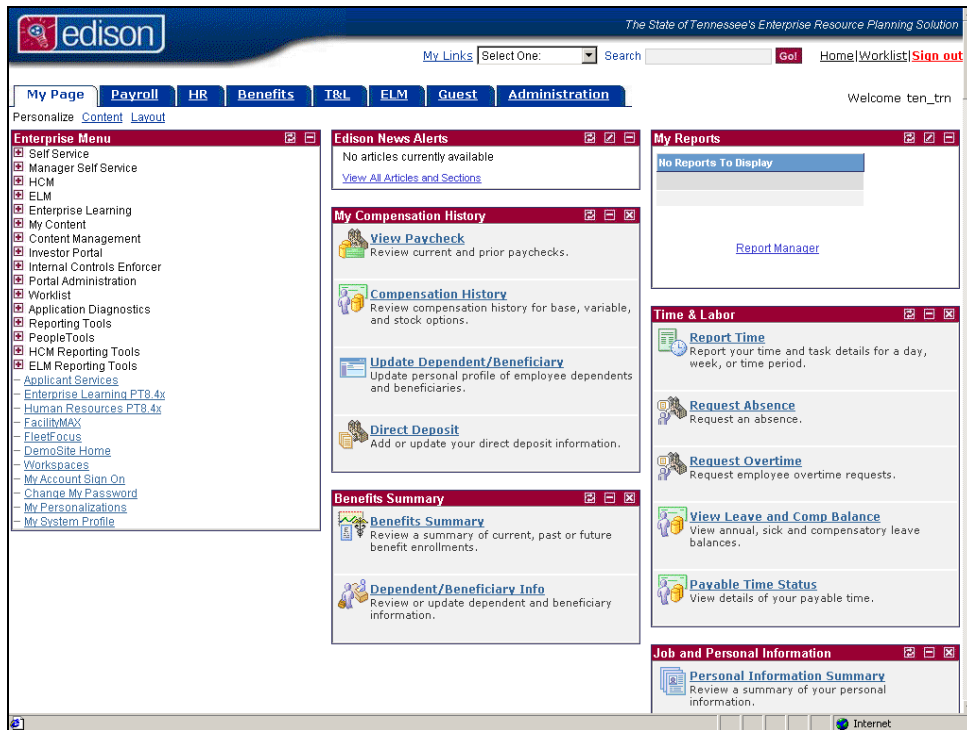
Key Notes:



- The tip allocation process is only applicable to Tennessee Department of Environment and Conservation (TDEC) employees who receive tips.
- Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level.
- Gross Receipts must be entered before the cutoff date established by Central Payroll.

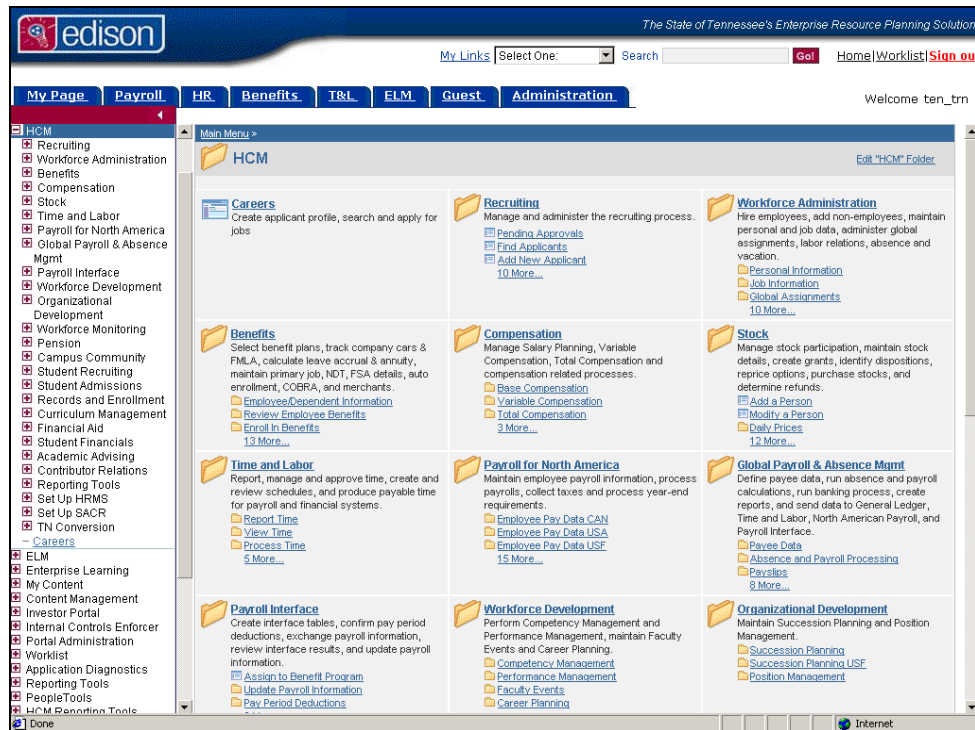
Procedure

Tip information must be entered into Edison for the pay period 06/01/2007.

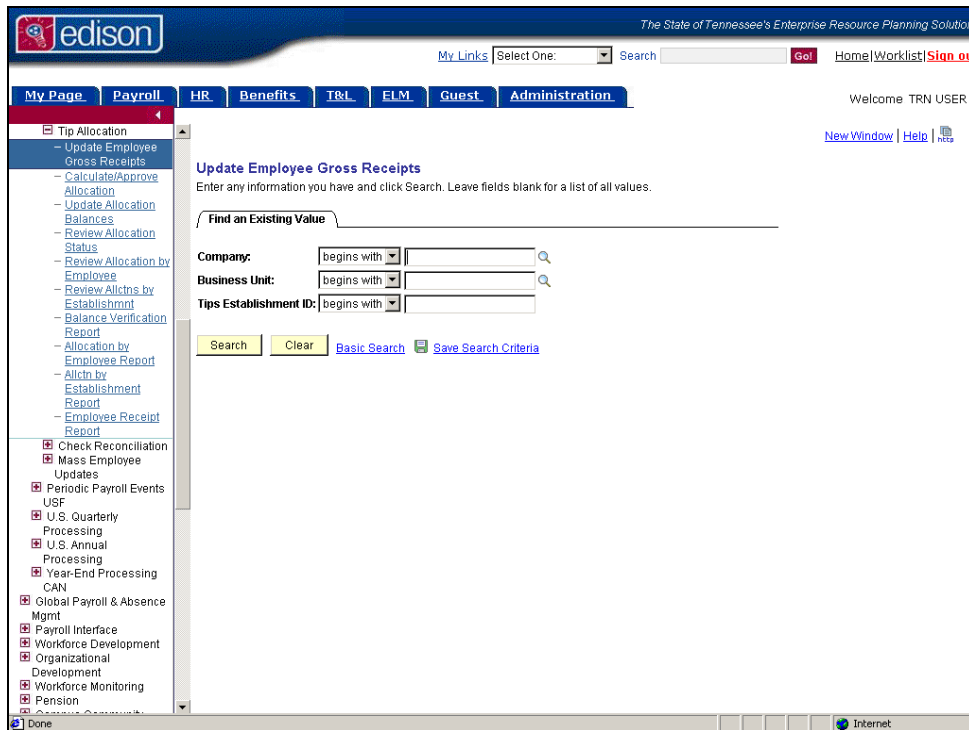
An employee reports a total of \$50.00 in tips for that period.







Step	Action
1.	Click the Payroll link. 
2.	Click the HCM link. 

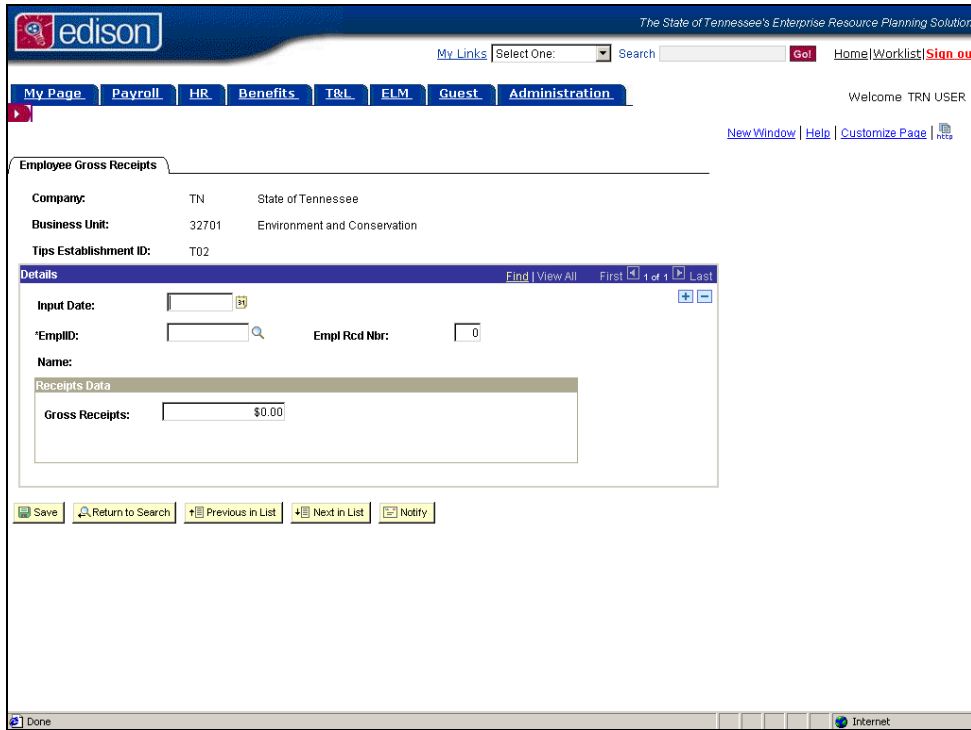


Step	Action
3.	Click the Payroll for North America link. Payroll for North America
4.	Click the Periodic Payroll Events USA link. Periodic Payroll Events USA
5.	Click the Tip Allocation link. Tip Allocation
6.	Click the Update Employee Gross Receipts link. Update Employee Gross Receipts




Step	Action
7.	Click the Collapse button. 
8.	Click the Look up Company button. 
9.	Click " TN State of Tennessee ". 
10.	Click the Search button. 

Step	Action
11.	<p>The Tips Establishment ID identifies the state park where the tip activity is being reported.</p> <p>Tip Establishment IDs:</p> <p>T01- Cumberland Mountain State Park T02- Fall Creek Falls State Park T03- David Crockett State Park T04- Henry Horton State Park T05- Montgomery State Bell State Park T06- Natchez Trace State Park- Pin Oak Lodge T07- Paris Landing State Park Inn T08- Pickwick Landing State Park Inn T09- Bear Trace- Harrison Bay T10- Bear Trace- Tims Ford T11- Bear Trace- Chickasaw T12- Bear Trace- Cumberland Mountain</p> <p>Jeff Nelson worked at the state park that utilizes Tips Establishment ID, T02.</p>
12.	<p>Click "T02" entry in the Tips Establishment ID column.</p> <p>T02</p>
13.	<p>The Employee Gross Receipts page enables you to specify the gross receipts to which an employee's tips apply in each tip establishment.</p>
14.	<p>The Input Date is the date the tips were actually earned. Do not confuse this with the date you enter the tips into the system.</p> <p>Consider this: It is Friday afternoon and you would like to enter the tips the employees earned for the week. The Input Date would not be Friday; instead, the Input Date would be the date the tips were earned, for example, Monday or Tuesday.</p>



The screenshot shows the Edison HR system interface. At the top, there's a navigation bar with tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. Below this, there's a section for "Employee Gross Receipts". It displays company information: Company: TN, State of Tennessee; Business Unit: 32701, Environment and Conservation; Tips Establishment ID: T02. A "Details" section contains fields for Input Date, *EmplID, and Empl Rcd Nbr. Below these is a "Receipts Data" table with a row for Gross Receipts showing \$0.00. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

Step	Action
15.	Enter " 06/01/2007 " into the Input Date field.
16.	Click the Look up EmplID button. 

The State of Tennessee's Enterprise Resource Planning Solution

My Links Select One: Search Go! Home Worklist Sign out

My Page Payroll HR Benefits T&L ELM Guest Administration

Welcome TRN USER

[New Window](#) [Help](#) [News](#)

Look Up EmplID

EmplID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Second Name: begins with

Alternate Character Name: begins with

[Basic Lookup](#)

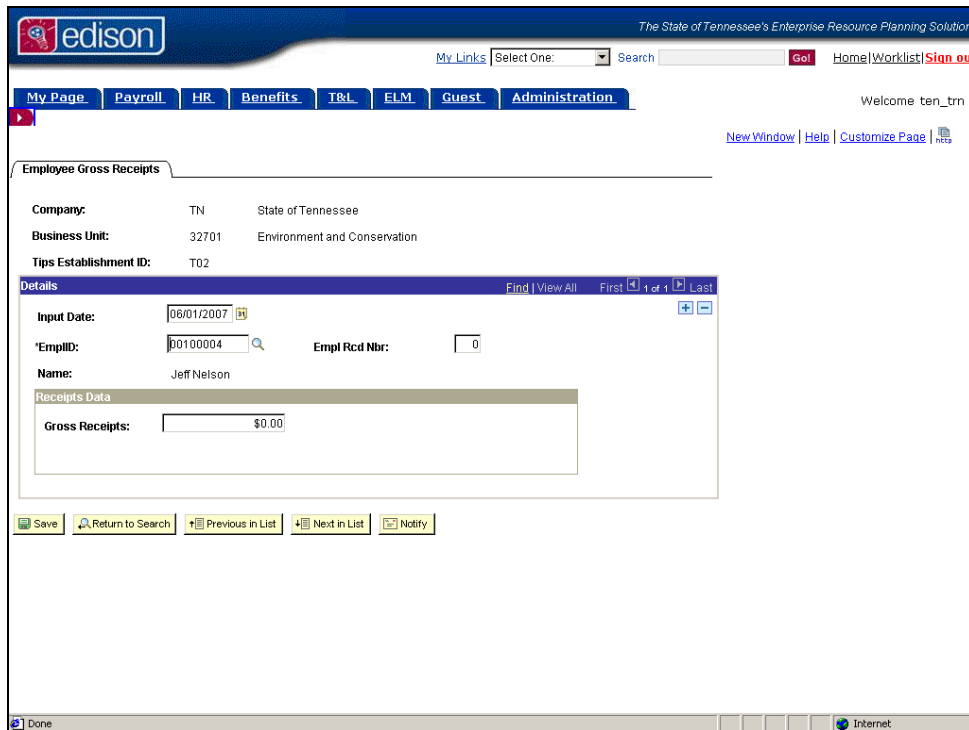
Search Results



[View All](#) First 1-100 of 107 [Last](#)

EmplID	Name	Last Name	First Name	Second Name	Alternate Character Name
00100001	Colleen Modley	MODLEY	COLLEEN	(blank)	(blank)
00100002	Kara Schmidt	SCHMIDT	KARA	(blank)	(blank)
00100003	Hunter Moughlen	MOGHLEN	HUNTER	(blank)	(blank)
00100004	Jeff Nelson	NELSON	JEFF	(blank)	(blank)
00100005	Kerstin Florian	FLORIAN	KERSTIN	(blank)	(blank)
00100006	Kate Spade	SPADE	KATE	(blank)	(blank)
00100007	Ann Klein	KLEIN	ANN	(blank)	(blank)
00100008	Donatello Tuttle	TUTTLE	DONATELLO	(blank)	(blank)
00100009	Michael Schmidt	SCHMIDT	MICHAEL	(blank)	(blank)
00100010	Ann Taylor	TAYLOR	ANN	(blank)	(blank)
00100011	Luis Enrique	ENRIQUE	LUIS	(blank)	(blank)
00100012	Al Bundy	BUNDY	AL	(blank)	(blank)
00100013	Pamela McDonald	MCDONALD	PAMELA	(blank)	(blank)
00100014	Billy Gillispie	GILLISPIE	BILLY	(blank)	(blank)
00100015	Vince Young	YOUNG	VINCE	(blank)	(blank)
00100016	Leather Tuscadero	TUSCADERO	LEATHER	(blank)	(blank)

Internet

Step	Action
17.	Click "00100004" in the EmplID column. <u>00100004</u>



Step	Action
18.	Click in the Gross Receipts field. 
19.	Enter " 50.00 " into the Gross Receipts field.
20.	Click the Save button. 
21.	You have successfully Entered Employee Gross Receipts. End of Procedure.

Enter Cash and Credit Card Tips

Edison provides the functionality to enter the tips employees receive. The tips can be distinguished as either cash tips or credit card tips.

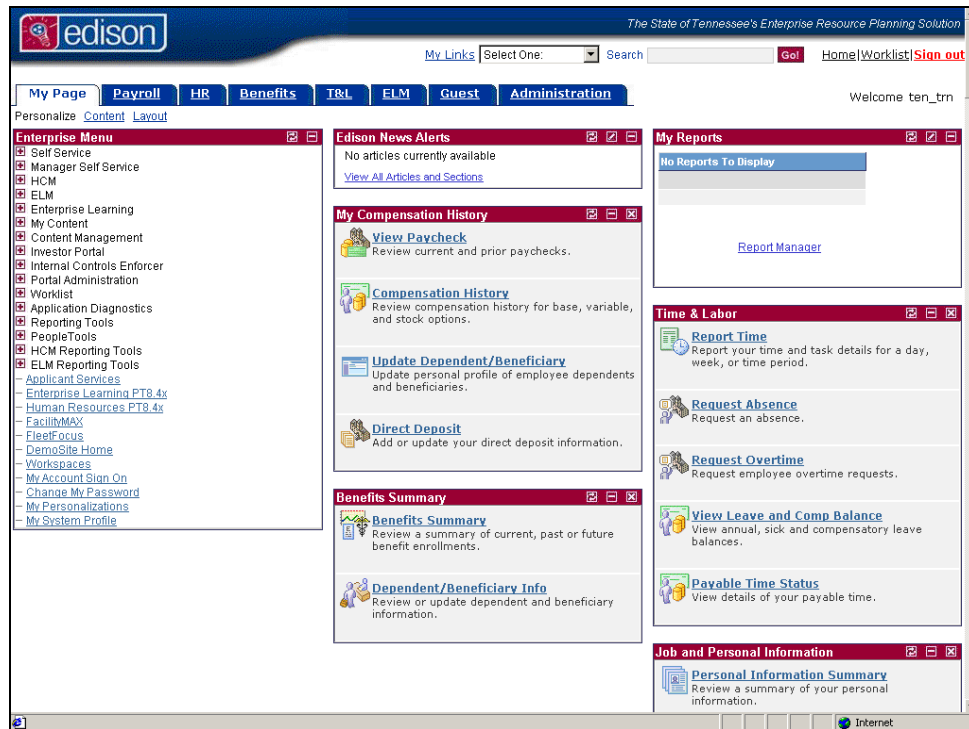
Key Notes:



- The tip allocation process is only applicable to Tennessee Department of Environment and Conservation (TDEC) employees who receive tips
- Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level

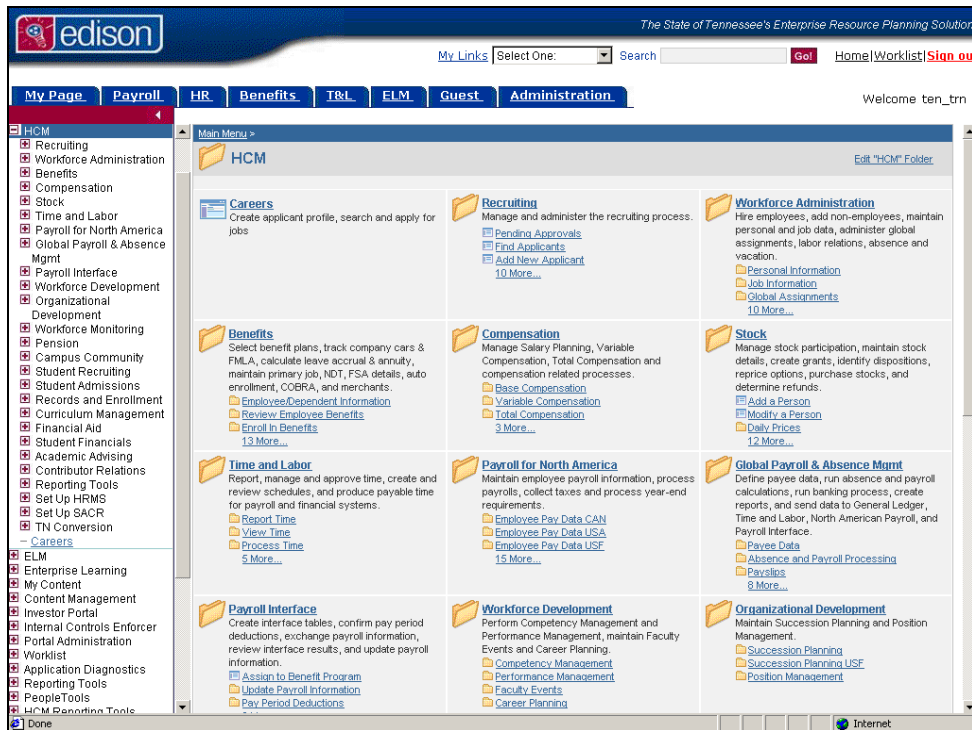
- Cash and Credit Card Tips must be entered before the cutoff date established by Central Payroll.

Procedure

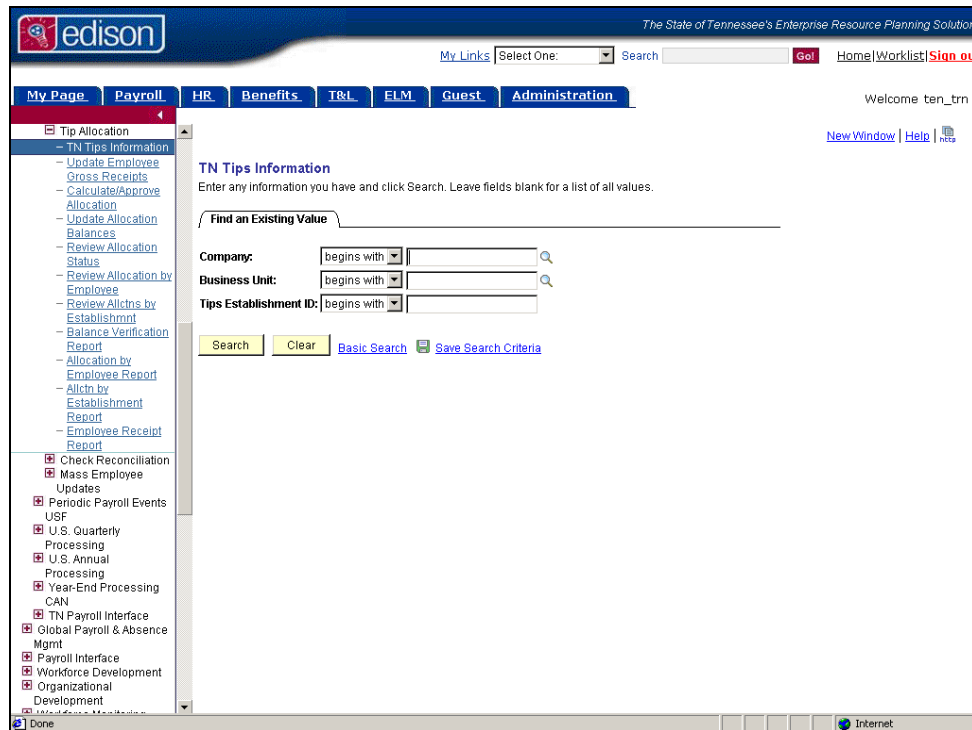
Jim Thomas received \$17.00 in tips on 06/01/2007. The tips consisted of \$5.00 in cash and \$12.00 credit card tips.





Step	Action
1.	Click the Payroll link. 
2.	Click the HCM link. 

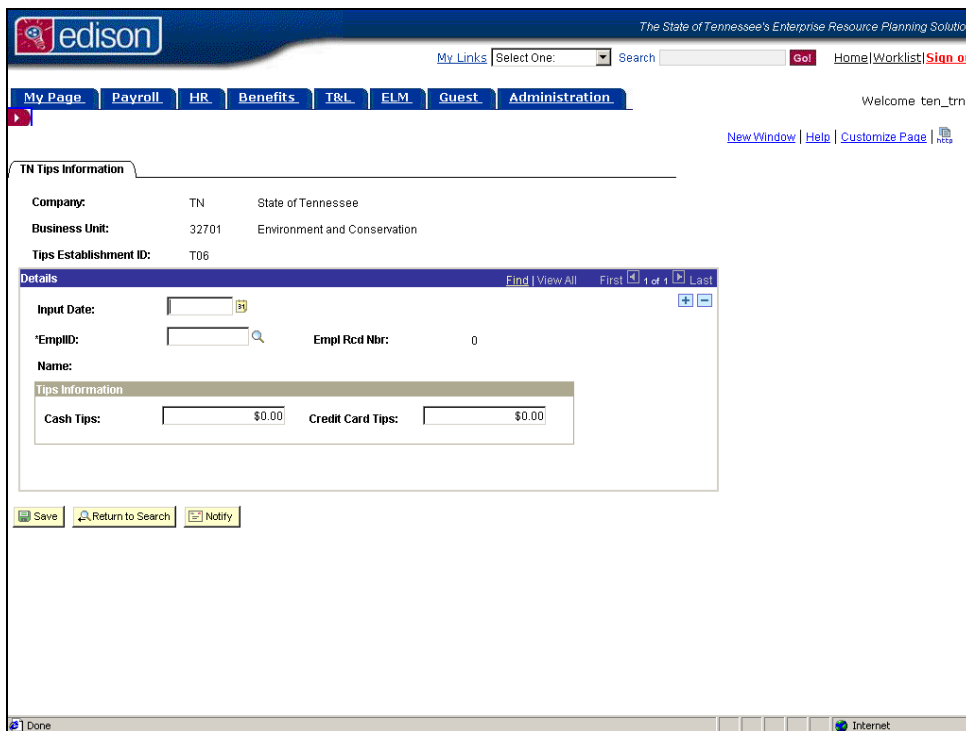


Step	Action
3.	Click the Payroll for North America link. Payroll for North America
4.	Click the Periodic Payroll Events USA link. Periodic Payroll Events USA
5.	Click the Tip Allocation link. Tip Allocation
6.	Click the TN Tips Information link. TN Tips Information



Step	Action
7.	Click the Collapse button. 
8.	<p>The Tips Establishment ID identifies the state park where the tip activity is being reported.</p> <p>Tip Establishment IDs:</p> <p>T01- Cumberland Mountain State Park T02- Fall Creek Falls State Park T03- David Crockett State Park T04- Henry Horton State Park T05- Montgomery State Bell State Park T06- Natchez Trace State Park- Pin Oak Lodge T07- Paris Landing State Park Inn T08- Pickwick Landing State Park Inn T09- Bear Trace- Harrison Bay T10- Bear Trace- Tims Ford T11- Bear Trace- Chickasaw T12- Bear Trace- Cumberland Mountain</p> <p>Click in the Tips Establishment ID field. <input type="text"/></p>
9.	Enter " T06 " into the Tips Establishment ID field.

Step	Action
10.	Click the Search button. 
11.	The TN Tips Information page accounts for all tips an employee receives in a day.
12.	The Input Date is the date the tips were actually earned. Do not confuse this with the date you enter the tips into the system. Consider this: It is Friday afternoon and you would like to enter the tips the employees earned for the week. The Input Date would not be Friday; instead, the Input Date would be the date the tips were earned, for example, Monday or Tuesday.



The screenshot shows the 'TN Tips Information' page in the Edison system. The page header includes the Edison logo and navigation tabs: My Page, Payroll, HR, Benefits, T&L, ELM, Guest, and Administration. The main content area displays the following information:


- Company:** TN State of Tennessee
- Business Unit:** 32701 Environment and Conservation
- Tips Establishment ID:** T06

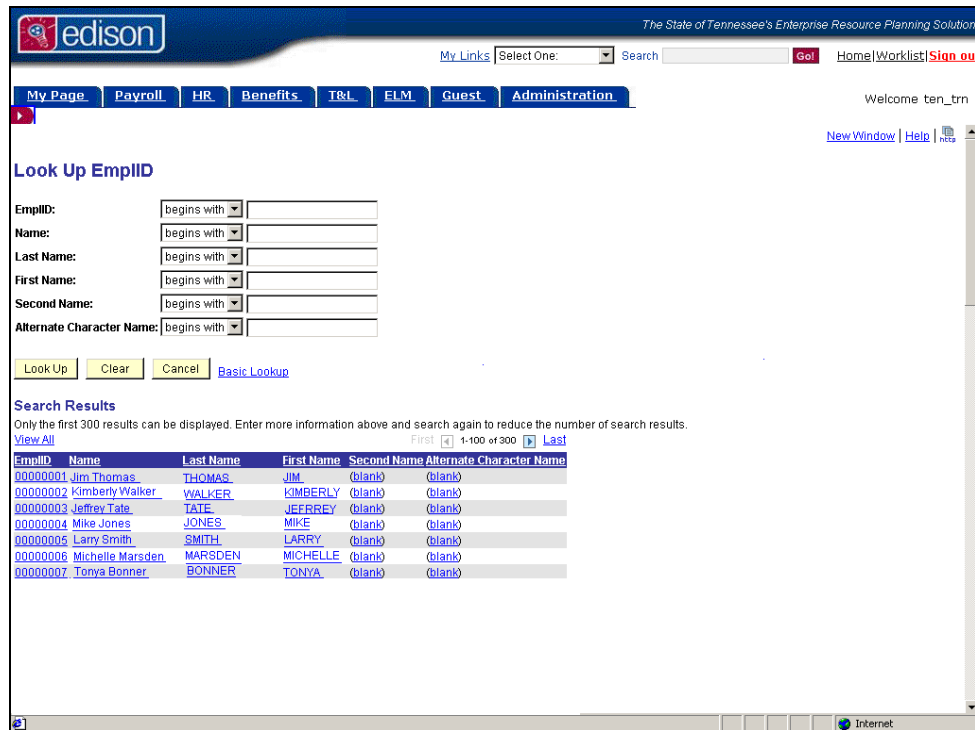
Below this is a 'Details' section with a search bar and a 'Find | View All' button. The search criteria include:

- Input Date:** (empty field)
- *EmplID:** (empty field with a search icon)
- Empl Rcd Nbr:** 0
- Name:** (empty field)

At the bottom of the details section is a 'Tips Information' table with two columns: 'Cash Tips' and 'Credit Card Tips'. Both fields show '\$0.00'.

At the bottom of the page are three buttons: 'Save', 'Return to Search', and 'Notify'.

Step	Action
13.	Enter " 06/01/2007 " into the Input Date field.
14.	Click the Look up EmplID button. 



Look Up EmplID

EmplID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Second Name: begins with

Alternate Character Name: begins with

[Basic Lookup](#)

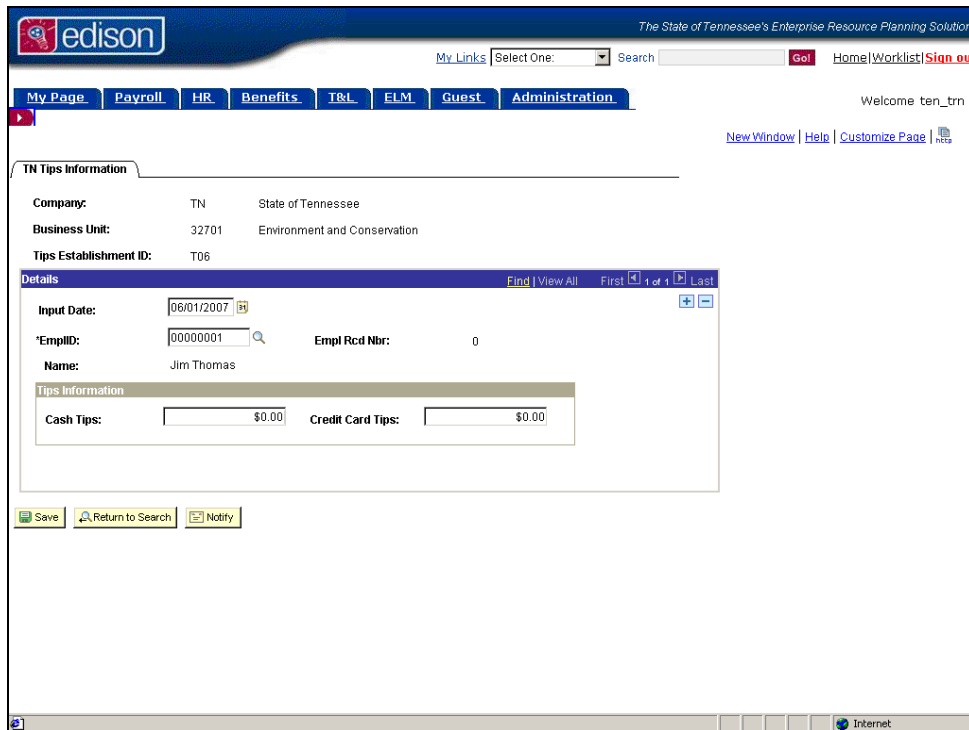
Search Results




Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 [Last](#)

EmplID	Name	Last Name	First Name	Second Name	Alternate Character Name
00000001	Jim Thomas	THOMAS	JIM	(blank)	(blank)
00000002	Kimberly Walker	WALKER	KIMBERLY	(blank)	(blank)
00000003	Jeffrey Tate	TATE	JEFFREY	(blank)	(blank)
00000004	Mike Jones	JONES	MIKE	(blank)	(blank)
00000005	Larry Smith	SMITH	LARRY	(blank)	(blank)
00000006	Michelle Marsden	MARSDEN	MICHELLE	(blank)	(blank)
00000007	Tonya Bonner	BONNER	TONYA	(blank)	(blank)

Step	Action
15.	Click "00000001" in the EmplID column. 00000001



Step	Action
16.	Click in the Cash Tips field. 
17.	Enter " 5.00 " into the Cash Tips field.
18.	Click in the Credit Card Tips field. 
19.	Enter " 12.00 " into the Credit Card Tips field.
20.	Click the Save button. 
21.	You have successfully enter Tips for an employee. End of Procedure.

Viewing Tip Allocations By Establishment

Edison provides functionality to view tip allocation data by establishment.

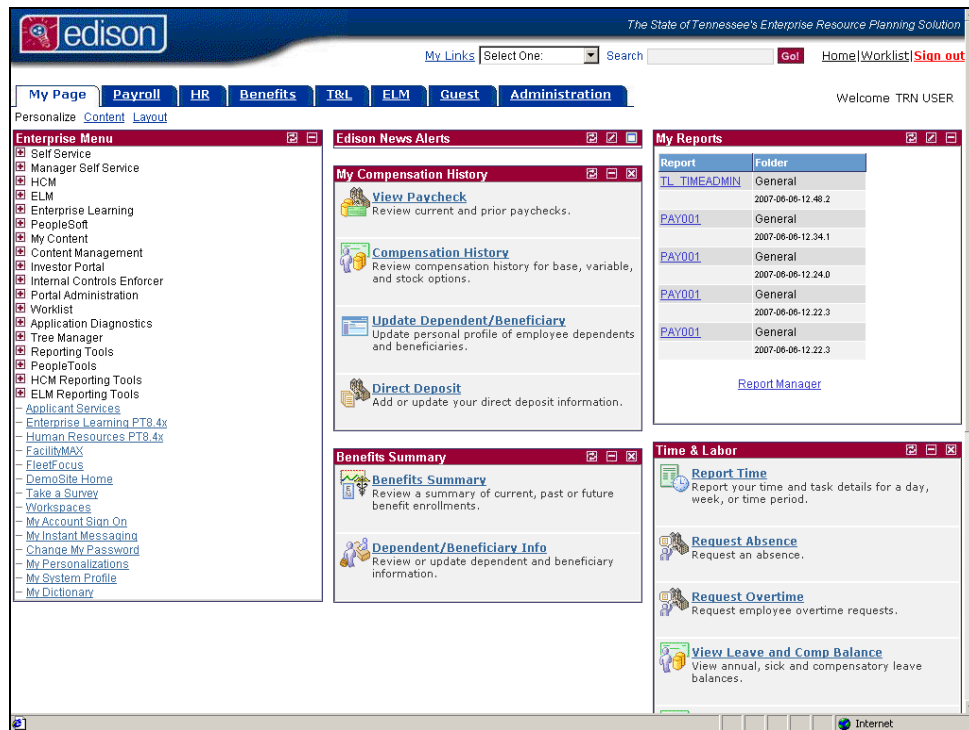
Key Notes:



- The tip allocation process is only applicable to Tennessee Department of Environment and Conservation (TDEC) employees who receive tips

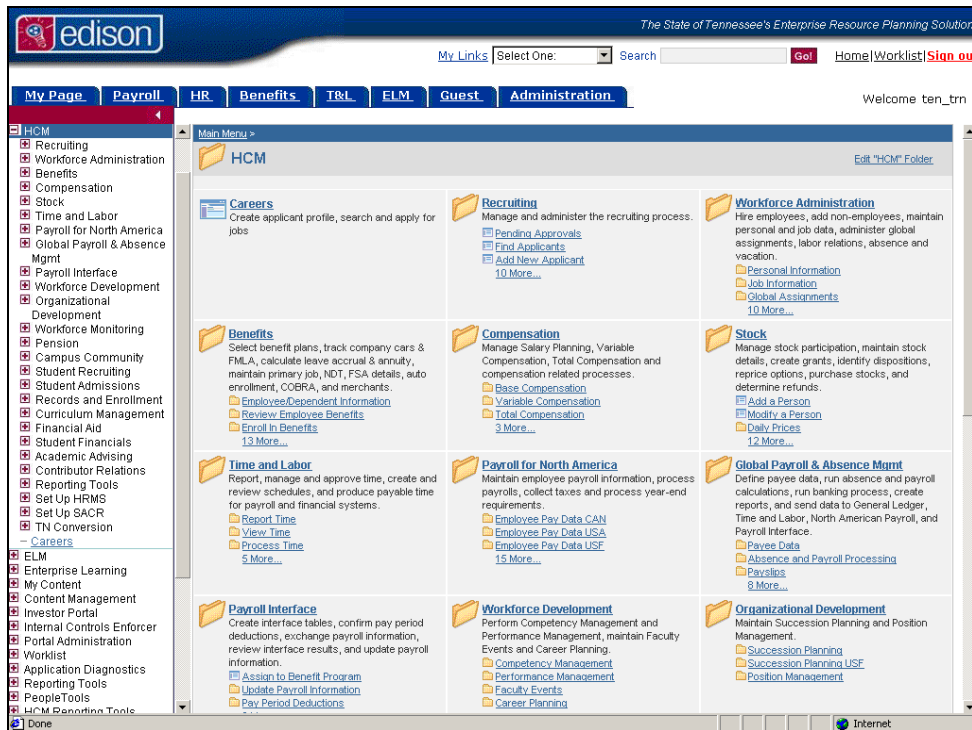
- Responsibility for the majority of the tip transactions will be held at the field and central levels of payroll as opposed to the agency level

Procedure

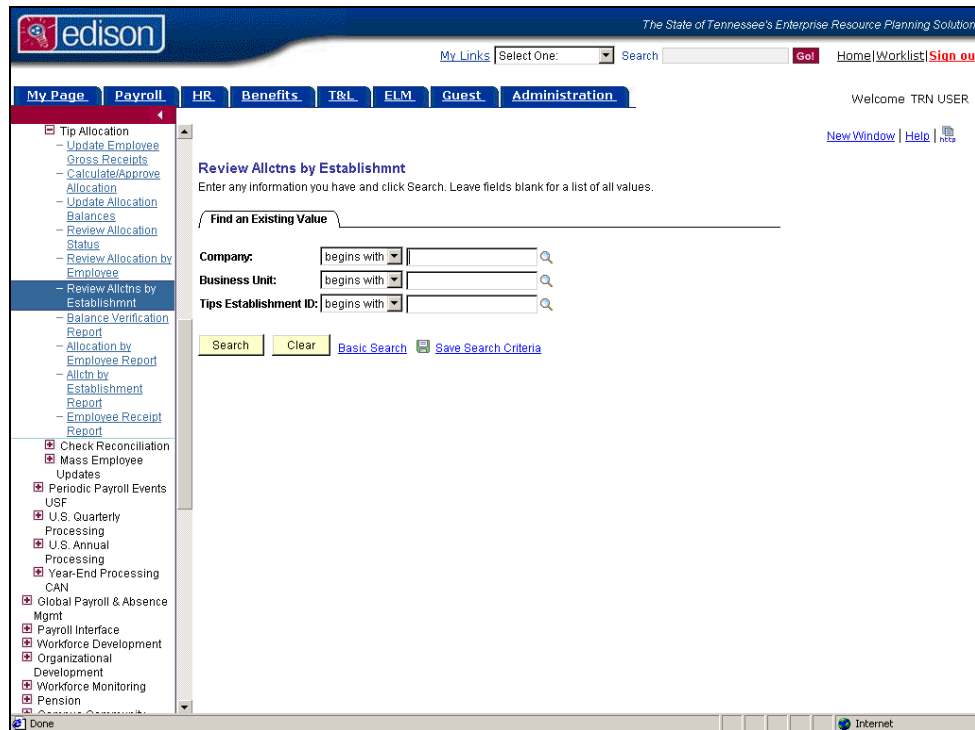
You will view the Year-to- Date (YTD) Tip Allocations for Establishment T05.






Step	Action
1.	Click the Payroll link. 
2.	Click the HCM link. 



Step	Action
3.	Click the Payroll for North America link. Payroll for North America
4.	Click the Periodic Payroll Events USA link. Periodic Payroll Events USA
5.	Click the Tip Allocation link. Tip Allocation
6.	Click the Review Allctns by Establishmnt link. Review Allctns by Establishmnt



Step	Action
7.	Click the Collapse button. 
8.	Click the Look up Company button. 
9.	Click " TN State of Tennessee ". 

Step	Action
10.	<p>The Tips Establishment ID identifies the state park where the tip activity is being reported.</p> <p>Tip Establishment IDs:</p> <p>T01- Cumberland Mountain State Park T02- Fall Creek Falls State Park T03- David Crockett State Park T04- Henry Horton State Park T05- Montgomery State Bell State Park T06- Natchez Trace State Park- Pin Oak Lodge T07- Paris Landing State Park Inn T08- Pickwick Landing State Park Inn T09- Bear Trace- Harrison Bay T10- Bear Trace- Tims Ford T11- Bear Trace- Chickasaw T12- Bear Trace- Cumberland Mountain</p> <p>Click in the Tips Establishment ID field.</p> <input type="text"/>
11.	Enter " T05 " in the Tips Establishment ID field.
12.	<p>Click the Search button.</p> <input type="button" value="Search"/>
13.	The Establishment Allocations page enables you to view tip allocation data, by employee, for an establishment.
14.	<p>You have successfully Viewed Tip Allocations by Establishment.</p> <p>End of Procedure.</p>